

AIR NATIONAL GUARD

MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
47 BATAAN BOULEVARD
SANTA FE, NEW MEXICO 87508
PHONE: 505-474-1556 DSN: 867-8556
FAX COMMERCIAL: 505-474-1544 FAX DSN: 867-8544

ANNOUNCEMENT NUMBER: T-03-2027

CLOSING DATE: 13 November 2003

POSITION TITLE, SERIES, AND GRADE

SALARY RANGE

Supervisory Supply Systems Analyst GS-2003-11 \$47,110 - \$61,248 per year

For a complete listing of current vacancy announcements, please visit our website:

<https://www.nm.ngb.army.mil>

AREA OF CONSIDERATION: Permanent Presently Employed Excepted Federal Technicians in the New Mexico Air National Guard.

APPOINTMENT FACTORS: Excepted Federal Service – **Enlisted (E-8 and above or E-7 immediately eligible for promotion to E-8).**

POSITION LOCATION: Systems Management Branch, Supply Division, Logistics Directorate, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico.

OPENING DATE: 21 October 2003.

DATE VACANCY EXISTS: Currently exist.

POSITION NUMBERS: 80277000.

POSITION POTENTIAL: The top grade of this position is GS-11.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Air National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico.

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT: This position is also advertised as Vacancy Announcement M-03-2037 AIR/AGR for permanent presently employed New Mexico Air National Guard AGR personnel who wish consideration with retention of AGR status.

RE-PROMOTION STATEMENT: New Mexico Air National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX.

EVALUATION METHOD: All applications will be initially screened against mandatory qualifications. A staff representative of the Human Resources Office will conduct the evaluation. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Air Force Specialty Code of: 2S000.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

GENERAL EXPERIENCE: Experience, education or training which has provided the applicant with a general knowledge of one or more aspects of the supply field.

SPECIALIZED EXPERIENCE: Must have thirty-six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the Standard Base Level Supply System, its programs and procedures.
2. Ability to develop plans, programs, and policies related to supply programs.
3. Ability to interpret and explain supply regulations and procedures.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: Directs the development, coordination, and implementation of procedural changes; directs the performance of management analysis for the activities under the jurisdiction of the Chief of Supply; and directs satellite funds management in support of the mission. Acts as the assistant to the Chief of Supply in all supply matters where responsibility has been delegated. Position is responsible for the management, direction, and supervision of employees. Position provides technical and administrative supervision to subordinate personnel. Incumbent establishes priorities based on attainment of goals, objectives and work to be accomplished. Establishes policies and procedures based on objectives. Incumbent delegates responsibility and authority to subordinates. Provides advice, counsel, and instruction on work and administrative matters. Provides guidance and policy direction in supply and equipment support for all assigned units. Assists the Chief of Supply in formulating policies, concepts, and procedures to ensure that an effective supply operation is maintained using personnel, equipment, and funding to support the mission.